

# JOB DESCRIPTION



**POSITION TITLE:** Convention Sales & Services Administrator

**REPORTS TO:** Chief Convention Sales & Services Officer

**DEPARTMENT:** Convention Sales

**FLSA STATUS:** Non-Exempt

**DATE:** February 2025

**HOURLY RANGE:** \$31.69 - \$38.23

## **Summary:**

The Convention Sales & Services Administrator is responsible for internal administrative and external support, communication and facilitation of Visit Sacramento's convention sales and services projects and initiatives.

The position works within the Convention Sales & Services department and supports the Chief Convention Sales & Services Officer.

## **Supervisory Responsibilities:**

None

## **Essential Functions (Duties/Responsibilities):**

### **Convention Sales**

- Works closely with the Chief Convention Sales & Services Officer on preparations for the , Visit Sacramento board of directors meeting in the area of convention sales and services, Trifecta meeting DOSM quarterly meetings, business review and weekly sales meeting. Prepares preliminary agenda, meeting notice and minutes from meetings, with the exception of the board of directors meeting. Sets up and takes down meeting rooms; arranges refreshments for meetings as required. Distributes minutes from meetings.
- Composes confidential correspondence, reports, agendas, notices, minutes, presentation files, expense reports, online reporting, invoice processing and other documents as directed by Chief Convention Sales & Services Officer.
- Assists with the development of presentations for Chief Convention Sales & Services Officer programming such as internal retreats and staff meetings.
- Analyzes data and develops reports for Chief Convention Sales & Services Officer and relevant department directors (i.e., DI event impact, STR, FuturePace, overnight room demand analyzer, monthly DOS newsletter etc.).
- Upon successful completion of data analysis training from the Administration Manager, Administrator will be responsible for analyzing data and developing reports for the convention sales and services department.
- Maintains an understanding of destination marketing organizations trends including but not limited to goal setting models, best practices for data tracking, tourism economics market outlook, and current visitor trends.
- Maintains a record of upcoming hotel developments in the region and keeps the sales and marketing department updated of changes.
- Coordinates projects with outside partners and subcontractors at leadership direction.
- Assist Chief Convention Sales & Services Officer with travel arrangements as needed.
- Create gift baskets for partners and clients at leadership direction.
- Manage Chief Convention Sales & Services Officer calendars as needed.

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- Manages day-to-day operations of DI event impact calculator and works with sales directors to compile relevant data related to meetings and conventions.
- Works in conjunction with convention services specialist to ensure registration is complete for any sales related tradeshow and conferences.
- Regularly audits sales computer systems to ensure data accuracy within Simpleview and Momentous platforms.
- Supports ongoing new business efforts with data compilation, proposal development and other duties, as necessary.
- Facilitates weekly Business Review meetings and updates leads with notes in Simpleview
- Conducts regular quarterly audits of Momentous to ensure consistency with Simpleview bookings

## **Qualifications—Skills and Abilities (Required/Preferred):**

- Exceptional interpersonal skills and proven ability to handle sensitive and confidential situations
- Ability to interact professionally and effectively with Board of Directors, Visit Sacramento stakeholders, community leaders and elected officials
- Outstanding organizational skills and can prioritize, take initiative, and meet deadlines
- Excellent verbal and written communication skills
- Strong computer skills, compiling reports, data analytics and presentation formatting skills
- Strong understanding of Microsoft Word, Excel, PowerPoint, Office, and Adobe PDF.
- Type minimum of 60 wpm and have experience in speedwriting for transcription purposes and must have attention to detail in composing, typing and proof reading

## **Education and Experience (Required/Preferred):**

- Minimum 5 years' experience in executive administrative role or equivalent role
- Preferred 2 years' experience in data analysis or convention sales reporting role or equivalent
- Preferred destination organization experience

## **Physical Requirements:**

Employee may experience the following physical demands for extended periods of time:

- View computer monitors
- Sitting
- Standing for community functions, events, meetings, etc.
- Ability to lift up to 10 lbs.
- Travel to other locations to represent Visit Sacramento (i.e., events, educational conferences, etc.)

## **Work Environment:**

Work is typically performed in a corporate office environment, though also requires work outside of the office and/or outdoors on location for community and company events.

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The above information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be

interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees in this job.

### **Visit Sacramento is an Equal Opportunity Employer:**

As an Equal Opportunity Employer, we are committed to creating a diverse and inclusive company culture, and that our team does not discriminate against candidates and employees regardless of age, race, color, religion, gender, sex, sexual orientation, gender identity and/or expression, national origin, veteran, disability status, or any other characteristic protected by federal, state or local law. In addition, Visit Sacramento will provide reasonable accommodations for qualified individuals with disabilities.

We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

### **Acknowledgement:**

I have reviewed this Job Description, been given a copy and agree it is an accurate representation of the responsibilities of my job.

I understand that as Visit Sacramento business needs change, my job description may change. I, therefore, understand that I may be asked to perform duties, activities and assume responsibilities that are not listed in the Job Description.

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Employee

Date

CC: Employee  
Supervisor  
HR File